



AlertsMA Portal User Registration Guide for Residents

State and local government organizations in Massachusetts use AlertsMA to send critical communications to help protect the lives and property of citizens, visitors, and businesses across Massachusetts.

Register for AlertsMA Account (One Time Only):

1. Create Your Account

Fill out the [registration sign up form](#) and click 'Create Your Account'.

See the on screen help text for information on how to fill out different fields, including the Username or Password requirements. Or click 'Help & Answers' in the top left for additional information.

2. My Profile

After creating your account, you will be taken to the My Profile page where you can specify how you want to be contacted.

When done, click 'Save and Continue'.

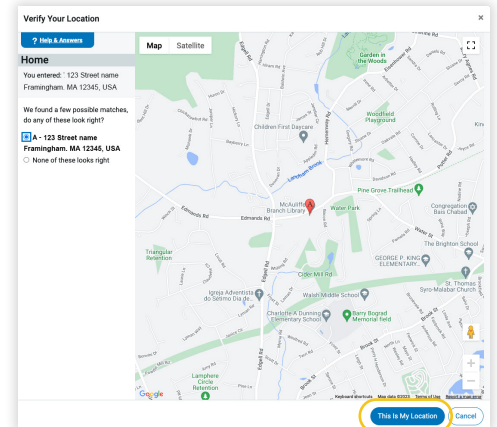
You can come back and change your notification preferences at any time.

3. My Locations

The My Locations page shows addresses for which you want to receive notifications. Choose a name for your primary location, (e.g., 'Home' or 'Work') fill in the address information, and click 'Verify This Address'.

A pop up window with a map will appear. Select the matching address on the list or on the map and click 'This Is My Location'. When done, click 'Save and Continue'.

The 'My Locations' form is part of a navigation menu with 'Profile', 'Locations', 'Subscriptions', 'Information', and 'Review'. The 'Locations' tab is active. The form title is 'My Locations' with a subtitle: 'We will use the location information you provide to inform you about events taking place in your area.' Below this is the 'Add a Location' section. It includes fields for: 'Location Name' (with a dropdown arrow), 'Country/Region' (dropdown menu showing 'United States'), 'Address' (text input with '123 Street name'), 'Apt/Suite/Unit' (text input), 'City' (text input with 'Framingham'), 'State/Province' (dropdown menu showing 'Massachusetts'), and 'Postal Code' (text input with '12345'). At the bottom are two buttons: 'Verify This Address' (highlighted with a yellow border) and 'Skip this'.



The 'My Locations' page shows a navigation menu with 'Profile', 'Locations', 'Subscriptions', 'Information', and 'Review'. The 'Locations' tab is active. The page title is 'My Locations' with a subtitle: 'We will use the location information you provide to inform you about events taking place in your area.' Below this is a table with two columns: 'Location Name' and 'Address'. The table contains one row: 'Home' and '123 Street name'. To the right of the address are links: 'Edit', 'Delete', and 'View on Map'. Below the table is a button '+ Add Another Location'. At the bottom is a button 'Save & Continue >' (highlighted with a yellow border).

4. My Subscriptions

My Subscriptions lets you choose what kind of alert notifications you want to receive. Check the boxes for to choose what alerts you want to be subscribed to. When finished, click 'Save and Continue'.

The 'My Subscriptions' form is part of a navigation menu with 'Profile', 'Locations', 'Subscriptions', 'Information', and 'Review'. The 'Subscriptions' tab is active. The form title is 'My Subscriptions' with a subtitle: 'Choose what you want to be informed about.' Below this is the 'Alert Subscriptions' section. It includes a checkbox labeled 'COVID-19 Resident Updates' which is checked. At the bottom is a button 'Save & Continue >' (highlighted with a yellow border).

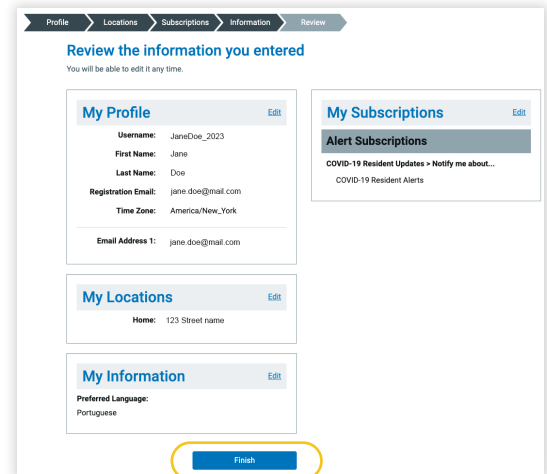
5. My Information

My Information lets you choose your preferred language. Select from the dropdown list. Click 'Save and Continue' when finished.

The 'My Information' form is part of a navigation menu with 'Profile', 'Locations', 'Subscriptions', 'Information', and 'Review'. The 'Information' tab is active. The form title is 'My Information'. It includes a field for 'Preferred Language' with a dropdown menu showing 'Portuguese'. At the bottom is a button 'Save & Continue >' (highlighted with a yellow border).

6. Review

Finally, use the Review page to see all your AlertsMA information on one page. Click 'Edit' if you need to change something. When ready, click 'Finish'.

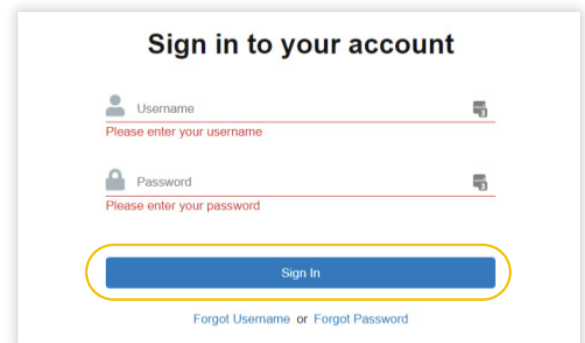


The screenshot shows the 'Review' page of the AlertsMA registration process. At the top, a navigation bar includes links for Profile, Locations, Subscriptions, Information, and Review. The main heading is 'Review the information you entered' with a sub-note 'You will be able to edit it any time.' Below this, there are three main sections: 'My Profile' (with fields for Username, First Name, Last Name, Registration Email, Time Zone, and Email Address 1), 'My Locations' (with a field for Home), and 'My Information' (with a field for Preferred Language). Each section has an 'Edit' link. To the right, there is a 'My Subscriptions' section with an 'Alert Subscriptions' box showing 'COVID-19 Resident Updates' and 'COVID-19 Resident Alerts'. At the bottom right, there is a blue 'Finish' button highlighted with a yellow border.

Update your AlertsMA Profile Information (as needed)

You can [sign in](#) and change your contact preferences at any time.

Click 'Forgot Username' or 'Forgot Password' as needed.



The screenshot shows the 'Sign in to your account' page. It features two input fields: 'Username' and 'Password', each with a red error message 'Please enter your username' and 'Please enter your password' respectively. Below the fields is a blue 'Sign In' button highlighted with a yellow border. At the bottom, there are links for 'Forgot Username' and 'Forgot Password'.

That's it. Now you are set up to receive notifications about safety situations and other important events using the contact methods you prefer.



Interoperable Communications Bureau